

DD/A Registry

File *Personnel-1*

DDA 78-1505/2

10 April 1978

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM: John F. Blake
Deputy Director for Administration

John:

1. It was with pleasure I read your most thoughtful memorandum of 10 April giving high commendation to Miss [REDACTED] for her performance as Executive Secretary of the CIA Fine Arts Commission from January 1977 to April 1978.

2. It is my understanding that you wish to present this memorandum at the Fine Arts Commission meeting of 20 April. I, accordingly, return the memorandum to you for that purpose and, additionally, may I ask you to present my compliments and gratitude to [REDACTED]

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DD/A Registry
78-1505/2

John F. Blake

Att

DDA:JFBlake:kmg (10 Apr 78)

Distribution:

- Orig - Chmn, FAC w/O&I of Att
- ✓ 1 - DDA Subj w/cy of Att
- 1 - DDA Chrono
- 1 - JFB Chrono

Att: Memo dtd 10 Apr 78 to DDA fr Chmn, FAC, subj: Letter of Commendation for [REDACTED] (DDA 78-1505/1)

STATINTL

10 April 1978

MEMORANDUM FOR: Deputy Director for Administration

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FROM : [REDACTED]
Chairman, Fine Arts Commission

SUBJECT : Letter of Commendation for [REDACTED]

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1. During the period January 1977 through April 1978, Miss [REDACTED] in addition to her duties as secretary to the Director of Regional and Political Analysis, served as Executive Secretary of the CIA Fine Arts Commission. In that capacity, she was responsible for making all arrangements for Commission meetings, maintaining and preparing the Commission minutes and files, developing the Commission agenda, and assuring appropriate follow-up to decisions made by the Commission. She wrote memoranda and letters on behalf of the Chairman and often made necessary decisions on Commission matters.

2. In performing these responsibilities, [REDACTED] won the admiration and respect of all members of the Commission. In addition to her outstanding skills as a secretary, [REDACTED] demonstrated a high degree of initiative, imagination, sensitivity, tact, and organizational ability. Given the opportunity, [REDACTED] made clear that her administrative abilities exceed by a great deal those expected even of a top-level secretary.

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MEMORANDUM FOR:

-Jack Bl

Here are the letter of commendation and ~~a~~ *the* recommendation for a QSI for [REDACTED] for her work as Executive Secretary of the FAC. If it is possible, I'd like to present these to her at our final meeting of the Commission, Thursday, 20 April, 10-11 AM, as a surprise. After the presentation, copies of both should go to ORPA, for their records.

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[REDACTED]
10 April 78
X7491

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Date

FORM 101 USE PREVIOUS
5-75 EDITIONS

5 April 1978

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director of Administration

FROM : [REDACTED]
Chairman, Fine Arts Commission

SUBJECT : Recommendation for Quality Step Increase
for [REDACTED] GS-09

1. It is recommended that [REDACTED] be granted a quality step increase in recognition of her outstanding performance over the past thirteen months as Executive Secretary of the Agency's Fine Arts Commission.

2. In addition to her superior performance as secretary to the Director, Office of Regional and Political Analysis, [REDACTED] undertook the responsibilities of the Executive Secretary of the Agency Fine Arts Commission. In that capacity she made all arrangements for Commission meetings, developed and maintained the Commission files, developed the agenda for Commission meetings and prepared the minutes, and assured appropriate follow-up action on decisions made by the Commission. She also drafted letters and memoranda on behalf of the Chairman and often made necessary decisions on Commission matters.

3. In performing these responsibilities, [REDACTED] won the admiration and respect of all members of the Fine Arts Commission. In addition to her outstanding skills as a secretary, [REDACTED] demonstrated a high degree of initiative, imagination, sensitivity, tact and administrative ability.

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4. [REDACTED] is deserving of this special recognition of her sustained, unique and outstanding service to the Agency as Executive Secretary of the Fine Arts Commission.



Chairman
Fine Arts Commission

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APPROVED:

Director of Personnel

Date